

EMERGENCY NAMES AND PHONE NUMBERS

DESIGNATED OFFICIAL (SLI):

Mary Gilchrist, PhD

Office Phone:

617-983-6201

Pager:

DESIGNATED OFFICIAL (BIO):

Donna Ambrosino, MD

Office Phone:

617-983-6416

Pager:

EMERGENCY

Howard Lefkin (Primary)

**COORDINATOR/Environmental health
and Safety Officer:**

Office Phone:

617-983-6207

Pager:

617-675-1896

Cell:

508-340-7169

FACILITIES COORDINATOR (SLI):

John Nickerson

Office Phone:

617-983-62545

Pager:

Cell:

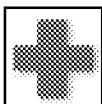
508-340-7542

FACILITIES COORDINATOR (BIO):

Bob Coulter

Office Phone:

617-983-6462



**MEDICAL
EMERGENCY**

MEDICAL EMERGENCY

When an employee calls 5911 or front desk for a medical emergency, please ask them to provide the following information:

- Nature of medical emergency
- Name, age, and condition of the employee injured or ill
- Location of emergency (building and room number)
- Name and phone number of the person calling
- Ask if 911 has been called
- If 911 has not been called, call now and provide the medical emergency information to the operator

Life-Threatening Emergency call:

- ☐ 1. Immediately call Fire/Paramedics Department **9-911**
- ☐ 2. Immediately call the EH&S Department to report the incident:

EH&S Manager x6207

- ☐ 3. If no answer or busy, hang up and immediately **call pager or cell phone:**

EH&S Manager (617) 675-1896

Cell phone: (508-3407169)

- Provide a phone number to be called back.

DO NOT USE THE PUBLIC ADDRESS SYSTEM

Examples of Life Threatening Medical Emergencies:

Chest pains	Loss of limb
Hard to breathe, no breathing	Head trauma
Unconscious	Exposed broken bones
Severe Bleeding to cut/wound	
Convulsions, seizures	

Non-Life Threatening Emergency call:

- ☐ 1. Call Independent Taxi **(617) 426-8276**
- 2. Provide a cab voucher to employee for New England Baptist Hospital.
- 3. Record voucher information into watchman log under "voucher":
 - Date & Time
 - Employee Name
 - Employee Extension
 - Employee's Supervisor
 - Supervisor's Extension
 - Voucher Number
 - Medical Emergency Description

MEDICAL EMERGENCY

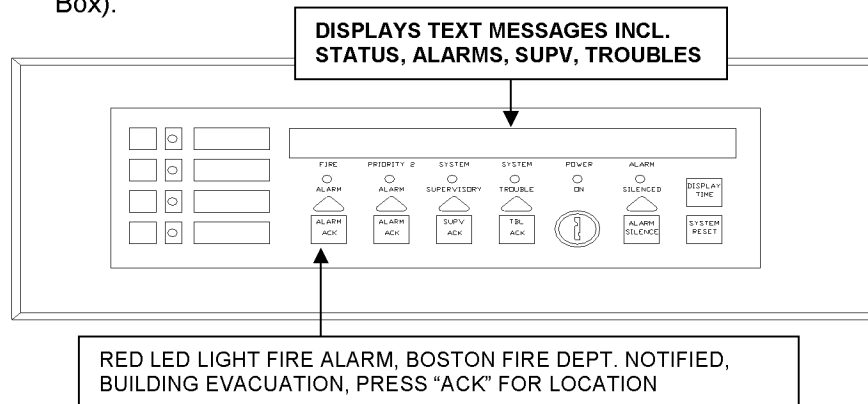


FIRE

FIRE EMERGENCY

When the ***fire alarm*** is activated during normal business hours (M-F, 8:00am-5:00pm):

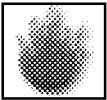
1. Press the "ALARM ACK" button under the red "fire alarm" light and read the message on the display text message screen of the annunciator panel.
2. Note the display text message (location of the alarm) in the Watchman's log.
3. Leave the building with the rest of the employees, take Watchman's log, and go to the command center by the flagpole; inform the Incident Commander of the annunciator panel message.
4. When "all clear", record the rest of the incident in the Watchman's log.
5. The alarm contractor (SimplexGrinnell) will respond within two hours to reset the fire alarm system (turn off the strobe lights and reset Master Box).



When the ***fire alarm*** is activated during non-business hours (after-hours, weekends, Holidays)

1. Press the "ALARM ACK" button and read the message on the display screen of the annunciator panel.
2. Note the display text message (location of the alarm) in the Watchman's log.
3. Wait at the Reception Desk for the Fire Department to arrive; evacuate the building if conditions are dangerous and take Watchman's log and Sign-In/Out logbooks with you.
4. Inform the Fire Department of the location of the alarm; if needed, unlock the door to the Fire Command Center (Room 118) where main fire control panel is located.
5. When "all clear", ask the Fire Department to silence the evacuation alarm horns at the main fire control panel by pressing the "ALARM SILENCE" button. **Do not press the "SYSTEM RESET"**.
6. Record the rest of the incident in the Watchman's log.
7. The alarm contractor (SimplexGrinnell) will respond within two hours to reset the fire alarm system (turn off the strobe lights and reset Master Box).

FIRE EMERGENCY

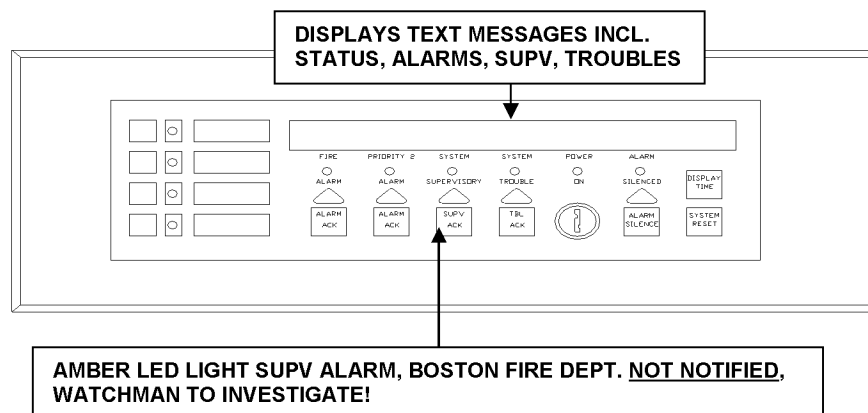


FIRE

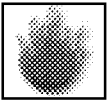
FIRE EMERGENCY

When the supervisory alarm is activated during normal business hours (M-F, 8:00am-5:00pm):

1. Press the "SUPV ACK" button light and read the message on the display text message screen of the annunciator panel.
2. Note the display text message (location of the alarm) in the Watchman's log.
3. Look up the telephone number for alarm location and call office/lab.
4. If someone answers and states, "there is no fire emergency", notify the Emergency Coordinator and Facilities Coordinator for further investigation.
5. If someone answers and states, "there is a fire emergency", instruct the person to exit the office/lab and go to the nearest pull station and activate the alarm.
6. If there is no telephone for the alarm location or no answer after three rings, place the "Emergency Response" placard on the reception desk, and go to the alarm area to investigate.
7. If there is no apparent fire or smoke, verify with the occupants, return to the reception desk, record the action in Watchman's logbook, notify the Emergency Coordinator and Facilities Coordinator by pager for further investigation.
8. If there is a fire or smoke, go to the nearest pull station and activate the alarm.
9. Leave the building with the rest of the employees, take Watchman's log, and go to the command center by the flagpole; inform the Incident Commander of the annunciator panel message.
10. Record the rest of the incident in the Watchman's log.
11. The alarm contractor (SimplexGrinnell) will respond within two hours to reset the fire alarm system (turn off the strobe lights and reset Master Box).



FIRE EMERGENCY

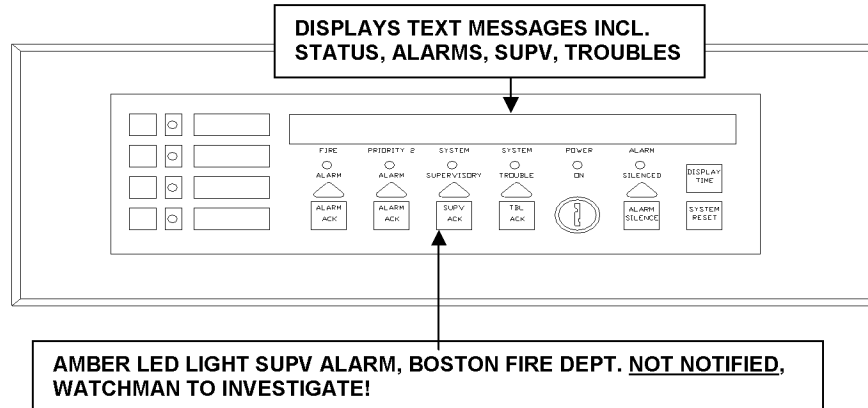


FIRE

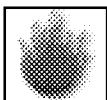
FIRE EMERGENCY

When the supervisory alarm is activated during non-business hours (after-hours, weekends, Holidays)

1. Press the "SUPV ACK" button light and read the message on the display text message screen of the annunciator panel.
2. Note the display text message (location of the alarm) in the Watchman's log.
3. Place the "Emergency Response" placard on the Reception Desk.
4. Go to the location of the alarm
5. If there is no apparent fire or smoke, return to the reception desk, record the rest of the incident in the Watchman's log, and leave a message with the Emergency and Facilities Manager of the incident.
6. If there is a fire or smoke, go to the nearest pull station and activate the alarm.
7. Evacuate the building via the stairs (not the elevator), go back to the Reception Desk or, if conditions dictate, to the command center by the flagpole and wait for the responding Fire Department.
8. Inform the Fire Department of the location of the alarm and if needed, unlock the door to the Fire Command Center (room 118) where the main fire control panel is located.
9. After the Fire Department has determined the fire emergency is over, ask the Fire Department to silence the evacuation alarm horns at the main fire control panel by pressing the "ALARM SILENCE" button. Do not press the "SYSTEM RESET".
10. Record the incident in the Watchman's Log and notify Emergency Coordinator and Facilities Coordinator by pager for further investigation.
11. The alarm contractor (SimplexGrinnell) should respond within two hours to reset the fire alarm system (that will turn off the strobe lights) and the Master Box.



FIRE EMERGENCY

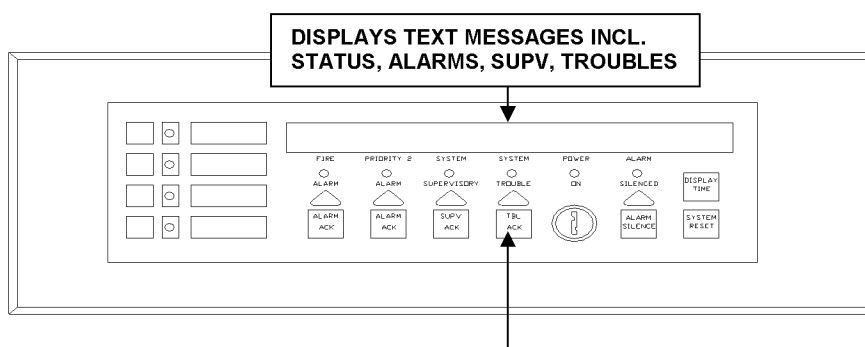


FIRE

FIRE EMERGENCY

When the trouble alarm is activated during normal business hours (M-F, 8:00am-5:00pm)

1. Press the "TBL ACK" button and read the message on the display text message screen of the annunciator panel
2. Note the display text message (location of the alarm) in the Watchman's log.
3. Notify Facilities Coordinator by pager for further investigation.
4. If the Facilities Coordinator is not available, call the fire alarm contractor, SimplexGrinnell at (617) 965-6380.

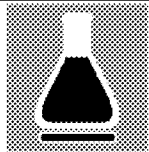


AMBER LED LIGHT, TROUBLE ALARM, BOSTON FIRE DEPARTMENT
NOT NOTIFIED, WATCHMAN TO CALL FACILITIES COORDINATOR,
PRESS "TBL ACK" FOR MESSAGE

When the trouble alarm is activated during non-business hours (after-hours, weekends, Holidays)

1. Press the "TBL ACK" button and read the message on the display text message screen of the annunciator panel.
2. Note the display text message (location of the alarm) in the Watchman's log.
3. Notify Facilities Coordinator by pager for further investigation.
5. If the Facilities Coordinator is not available, call the fire alarm contractor, SimplexGrinnell at (617) 965-6380.

FIRE EMERGENCY



Chemical

CHEMICAL EMERGENCY

When an employee calls 5911 or front desk about a chemical spill, please ask them to provide the following information:

- Nature of the spill
 - Name of Chemical
 - Amount of spill
- Any employees exposed to spill (name(s))
- Location of spill (building and room number)
- Name and phone number of the person calling

- ☐ 1. Immediately call the EH&S Department to report the incident:

EH&S Manager x6207

- ☐ 2. If no answer or busy, hang up and immediately call pagers:

EH&S Manager (617) 675-1896
Cell phone: (508-3407169)

- Provide a phone number to be called back.

- ☐ 3. Immediately call Fire Department **9-911** if no answer from the EH&S Department within 20 minutes.

DO NOT USE THE PUBLIC ADDRESS SYSTEM

- ☐ 4. **Emergency Response – Chemical Cleanup**
Clean Harbors (800) 645-8265

- If instructed by the EH&S Department
- Your name and phone number where you are calling
- Description of the spill (location, amount, chemical spilled, contained)

CHEMICAL EMERGENCY



BIOLOGICAL EMERGENCY

When an employee calls 5911 or front desk about a chemical spill, please ask them to provide the following information:

- Nature of the spill
 - Name of material spilled
 - Amount of material spilled
- Any employees exposed to spill (name(s))
- Location of spill (building and room number)
- Name and phone number of the person calling

- ☐ 1. Immediately call the EH&S Department to report the incident:

EH&S Manager x6207

- ☐ 2. If no answer or busy, hang up and immediately call pagers:

EH&S Manager (617) 675-1896
Cell phone: (508-3407169)

- Provide a phone number to be called back.

DO NOT USE THE PUBLIC ADDRESS SYSTEM

- ☐ 3. **Emergency Response – Biological Cleanup**
Crime and Death Scene Cleaning
(978)-356-7007 or (877) 366-8348366
- If instructed by the EH&S Department
 - Your name and phone number where you are calling
 - Description of the spill (location, amount, biologic spilled, contained)

BIOLOGICAL EMERGENCY



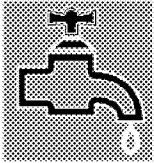
EVACUATION

SEVERE WEATHER EMERGENCY

When severe weather occurs (snowstorm, hurricane, tornado) during normal business hours (M-F, 8:00am-5:00pm):

- The Emergency Coordinator or Designated Official will inform you to send a message TO ALL EMPLOYEES using the public address system.

SEVERE WEATHER EMERGENCY



Utility

UTILITY EMERGENCY

When an employee calls the front desk about a break in a utility line please ask them to provide the following information:

- Description of the break
- Time of detection
- Location (building and room number)
- Name and phone number of the person calling

☐ 1. Immediately call the Facilities Department to report the incident:

Facilities Supervisor (SLI) 6545

Facilities Supervisor (BIO) 6458

☐ 2. If no answer or busy, hang up and immediately **call pagers:**

Facilities Supervisor (SLI) (617) 362-3716

Facilities Supervisor (BIO) (617) 362-0100

- Provide a phone number to be called back.

DO NOT USE THE PUBLIC ADDRESS SYSTEM

☐ 3. During non-business hours (after-hours, weekends, Holidays), **use the on-call list for Facilities.**

UTILITY EMERGENCY



ODOR COMPLAINT

When an employee calls front desk about an odor, please ask them to provide the following information:

- Employee first notifies supervisor who performs initial investigation.
- If the source of the odor is unknown or if additional assistance is required the supervisor may then call EH&S for assistance. Employees may vacate the area until the odor concern has been addressed.
 - Description of smell, leak, or spill
 - Time of detection
 - Location (building and room number)
 - Name and phone number of the person calling

- ☐ 1. Notify the EH&S Department to report the incident:

EH&S Manager x6207

- ☐ 2. If no answer or busy, hang up and immediately call pagers:

EH&S Manager (617) 675-1896

- Provide a phone number to be called back.

DO NOT USE THE PUBLIC ADDRESS SYSTEM

ODOR COMPLAINT